



CITY OF LAS VEGAS
1700 North Grand Avenue
Las Vegas, New Mexico 87701
Phone: (505) 454-1401 Fax: (505) 454-8027

PURCHASE ORDER

PO Number: 201443

Date: 05/05/2020

Request #: 271978

Vendor #: 00244

ISSUED TO: HIGHLANDS WRECKER SERVICE
3219 N 7TH ST
LAS VEGAS, NM 87701

SHIP TO: CITY OF LAS VEGAS
Attn:PUBLIC WORKS
1700 N GRAND AVE
LAS VEGAS, NM 87701

Vendor Fax #: (505) 425-3481

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	Tow street sweeper from Mills Ave to Grand Ave	130.00		216-0000-720-7408	130.00
2	1	Tax DUE TO ACCIDENT ON JAN 31, 2020	10.92		216-0000-720-7408	10.92

DEPARTMENT ORDER

Dechy
5/7/20

Approved By: _____

Date: 5/6/2020

SUBTOTAL:	140.92
TAX:	0.00
SHIPPING:	0.00
TOTAL	140.92

1. Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The City is exempt from all federal excise and state tax - ID# 85-6000149

Finance Dept. (505) 454-1401 FAX (505) 454-8027

CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.: 2711978

BID REQUIREMENTS

CHECK APPROPRIATE BOX

DATE: 05-03-2020

PURCHASES UNDER RESOLUTION #14-18 STATE PROCUREMENT CODE:

- ☐ \$0 TO \$19,999.99 Best Obtainable Price; Requires 3 telephoned or written quotes;
- ☐ \$20,000.00 TO \$59,999.99 Requires 3 written and signed quotes; (Goods or services)
- ☐ \$60,000.00 AND OVER Formal Process (Requires RFQ, RFP, RFB, etc.)

☐ BID NO.: _____ - _____ AWARDED: ____/____/____; CONTRACT NO.: _____

(RECORD BID NUMBER, AWARDED DATE, AND CONTRACT NUMBER ABOVE)

☐ SPD CONTRACT; SPD NO.: _____ EXPIRES: ____/____/____.

☐ EXEMPT PURCHASE; Provide Section No. _____.

☐ GSA CONTRACT; GSA NO.: _____ - _____ EXPIRES: ____/____/____.

☐ PROFESSIONAL SERVICES; _____

☐ SOLE SOURCE: REQUIRES DETERMINATION AND MUST BE POSTED ON CLV WEBSITE FOR 30 DAYS
PRIOR TO PROCURING GOODS AND/OR SERVICES.

☒ EMERGENCY; B. 123 SECTIONS 13-1-127 STATE PROCUREMENT CODE

STATEMENT OF NEED: (Must Complete)

Tow damaged street sweeper

IN COMPLIANCE WITH THE PROCUREMENT CODE #14-18 THE FOLLOWING QUOTES WERE OBTAINED

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED
01-31-20	Highlands Wrecker	505-425-8709	Angelo	\$110.72

(If needed, attach additional quote documentation to this requisition)

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
	1	ea	Tow street sweeper from	130.00	130.00
			will take to 1700 N. Grand	10.72	10.72
	1	ea	Tax		

VENDOR: Highlands Wrecker Service, LLC TOTAL: \$ 140.72ADDRESS: 3217 14th St. LV, NM 87701

NM CRS NO.:

FEDERAL TAX NO.:

I CERTIFY THAT THIS PURCHASE IS NECESSARY AND THAT THE REQUESTED ITEMS WILL BE PURCHASED AT THE LOWEST BID OR BEST OBTAINABLE PRICE.

BUDGET \$ 26,000.00EXPENDED TO DATE \$ 10,010.80CURRENT EXPENSE \$ 140.72BALANCE \$ 13,848.22

SIGNATURE OF PERSON REQUESTING

FUND 2110 0000 720 7408 DEPARTMENT _____ ACTIVITY _____APPROVED BY: Chavez 5/6/20 BUDGET AVAILABLE YES: _____ NO: _____

WHITE COPY: ACCOUNTS PAYABLE

YELLOW COPY: PURCHASING

PINK COPY: DEPARTMENT

STATE OF NEW MEXICO
EMERGENCY DETERMINATION FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

I. Name of Agency: City of Las Vegas

Agency Chief Procurement Officer:

Telephone Number: 505-454-1401

II. Name of Contractor: Highlands Wrecker Service, LLC

III. Address of Contractor: 3219 7th Street, Las Vegas, NM 87701

Amount of prospective contract: \$140.92

Term of prospective contract:

IV. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

On January 31, 2020, the Street Divisions Elgin Pelican Street Sweeper was involved in an accident on Mills Avenue. Due to the damage, the street sweeper was not able to be driven. Highlands Wrecker Service was called out to the scene by the Las Vegas Police Department to tow the street sweeper to the Public Works Department.

- V. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

Due to the damage on the street sweeper, a tow truck was needed to remove it from the middle of Mills Avenue as soon as possible to avoid another possible accident and road closure.

- VI. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

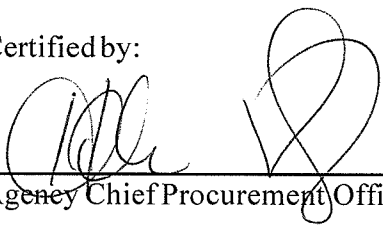
This was a onetime emergency service call to Highlands Wrecker Service.

- VII. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

The City could look into having a yearly contract or open purchase order with a towing company to avoid use of an emergency procurement process.

Certified by:

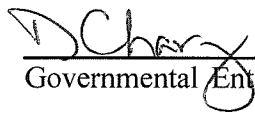
Date: 5/5/2020



Agency Chief Procurement Officer

Agency Approval by:

Date: 5/6/20



Governmental Entity Head or Designee

1 -1-127. Emergency procurements.

A. The state purchasing agent or a central purchasing office may make emergency procurements when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions; provided that emergency procurements shall be made with competition as is practicable under the circumstances.

B. An emergency condition is a situation that creates a threat to public health, welfare or safety such as may arise by reason of floods, fires, epidemics, riots, acts of terrorism, equipment failures or similar events and includes the planning and preparing for an emergency response. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

- (1) the functioning of government;
- (2) the preservation or protection of property; or
- (3) the health or safety of any person.

C. Emergency procurements shall not include the purchase or lease purchase of heavy road equipment.

D. The state purchasing agent or a central purchasing office shall use due diligence in determining the basis for the emergency procurement and for the selection of the particular contractor. The determination shall be in writing and included in the procurement file.

E. Money expended for planning and preparing for an emergency response shall be accounted for and reported to the legislative finance committee and the department of finance and administration within sixty days after the end of each fiscal year.

History: Laws 1984, ch. 65, § 100; 1987, ch. 348, § 10; 2002, ch. 84, § 1; 2013, ch. 40, § 3.

B. Within three business days of awarding an emergency procurement contract, the awarding central purchasing office within a state agency shall:

(1) provide the information described in Subsection E of this section to the department of information technology for posting on the sunshine portal; and

C. forward the same information to the legislative finance committee business days of awarding an emergency procurement contract, the local public body central purchasing office shall post the information described in Subsection E of this section on the local public body web site, if one exists.

E. All central purchasing offices shall maintain, for a minimum of three years, records of sole source and emergency procurements. The record of each such procurement shall be public record and shall contain:

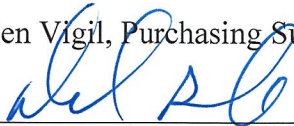
- (1) the contractor's name and address;
- (2) the amount and term of the contract;
- (3) a listing of the services, construction or items of tangible personal property procured under the contract;
- (4) whether the contract was a sole source or emergency procurement contract; and
- (5) The justification for the procurement method.

History: Laws 1984, ch. 65, § 101; 1987, ch. 348, § 11; 2013, ch. 40, § 4.



MEMORANDUM

TO: Helen Vigil, Purchasing Supervisor

FROM: 
Daniel Gurule, Interim Public Works Director

DATE: May 5, 2020

RE: Purchase Order Justification – Highlands Wrecker Service, LLC

The Public Works Department is requesting a purchase order be issued Highlands Wrecker Service, LLC in the amount of \$140.92 for towing the Streets Division street sweeper after an accident on January 31, 2020. The invoice was initially submitted to Risk Management as part of the insurance claim. This accident is still an ongoing investigation. We are requesting payment to Highlands Wrecker Service and then we will submit all needed documents to our insurance company for reimbursement.

Should you have any questions or need further information, please contact me. Thank you.

XC: file

Copy ✓ #31

HIGHLANDS WRECKER SERVICE L.L.C.

3219 SEVENTH STREET
LAS VEGAS, NEW MEXICO 87701

"When you care enough to want the best"

(505) 425-8769



INVOICE # 48526

DATE 1-31-2020

OWNER:

NAME:

ADDRESS:

CITY AND STATE:

TELEPHONE:

454.1406 X6

VEHICLE:

YEAR:

15

COLOR:

MILEAGE:

MAKE:

C7gin

MODEL:

Alican Super

LICENSE #:

STATE:

VIN #

AUTHORIZED BY:

City of LV / LVAD

CLASS:

C

VEHICLE LOCATION:

300 Mills Ave

TOWED TO:

City of LV Yard (Grand Ave)

WRECKER SERVICE

ADDITIONAL

MILES@

PER MILE

ADDITIONAL

MILES@

PER MILE

DEADHEAD

MILES@

PER MILE

130.00

LABOR AT SCENE:

EXTRA MAN LABOR:

OTHER SERVICES:

STORAGE:

DAYS:

PER DAY

R.O.#

P.O.#

SUB-TOTAL

130.00

TAX

10.92

TOTAL

140.92

SIGNATURE: